

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2580

### Field Office Distribution

Notices are available on the Internet at <http://www.fsa.usda.gov/notices>. Handbooks are available on the Electronic Distribution Handbook and Notice Print Files page at [http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds\\_index.htm](http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds_index.htm) for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Management Analysis and Directives Section at 202-690-0594.

### National Office Distribution

Notices are available on the Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://fsaintranet.sc.egov.usda.gov/fsa/>.

### Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1642 2-1-16	Sexual Harassment Awareness Training for Managers and Supervisors	All FSA Managers and Supervisors
AO-1643 2-3-16	COC SDA Voting Member and COC Advisor Appointments	State Offices and Service Centers
AO-1644 2-4-16	Informational Sessions and/or Training With Grant Recipients	FSA Employees
BU-766 1-29-16	FY 2016 Incremental Funding Allotments	State Offices
CM-779 2-5-16	Common Report Data	State and County Offices
FLP-733 2-4-16	FY 2016 Farm Loan Programs Risk Assessment (FLPRA) Reviews	State Offices
PS-729 2-4-16	Cleaning up Loan Activity in APSS and Reentry of Outstanding Crop Year 2015 Loans in Commodity Loan Processing System (CLPS)	State and County Offices

### Permanent Directives

None.

### Obsolete Directives

None.

## National Procedure Checklist No. 2580 (Continued)

### Procedure Notices

None.

### Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms\Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or e-mail to [angela.coln@wdc.usda.gov](mailto:angela.coln@wdc.usda.gov).